

# *The Commonwealth of Massachusetts Department of Correction*



## *Female Objective Point Base Classification Manual*

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## TABLE OF CONTENTS

Introduction .....	1
Evolution of the Female Massachusetts Objective Point Base Classification System....	2
Initial Classification .....	3
Reclassification .....	8
Objective Classification – Initial Form (Attachment I) .....	14
Objective Classification – Reclassification Form (Attachment II) .....	16
Conviction Guide (Attachment III) .....	18
Disciplinary Code of Offenses (Attachment IV) .....	19
Permissible Legal Issues (Attachment V) .....	22

NOTE: The Offense Severity Scale is a separate document and must be printed in addition to this manual. The Offense Severity Scale is available via the Classification Division's homepage on the intranet.

## INTRODUCTION

*Any updates to the manual will be done electronically. You can print a new or historical manual any time you need to via the Classification Division's homepage on the intranet.*

An objective point base classification system is the standardized evaluation and custody assignment of an inmate based on objectively defined criteria.

The criteria are organized, weighed and scored using a valid and reliable classification instrument accompanied by an operational manual for applying the instrument to inmates in a systematic manner.

Objective classification systems rely on factors that have been proven to predict prison adjustment.

Objective classification systems address issues of overclassification and underclassification. Housing a high custody inmate in too low a security setting presents problems such as escapes, assaults, intimidation, and other internal management problems; while the confinement of a low custody inmate in a high security setting can be dangerous for those individuals, as it may subject them to threats and physical attacks by more aggressive, hostile inmate and it is more costly than necessary.

A necessary feature of an objective classification system is the use of overrides which allows staff to depart from the scored custody level when appropriate. A non-discretionary restriction is when a Department of Correction ("DOC") policy prevents an inmate from placement in lower custody, regardless of their total score. Classification staff has no authority to disregard these restrictions. A discretionary override is applied when a scored custody level is changed based on the professional judgment of trained classification staff. The use of discretionary overrides should not exceed 15% of the classified population.

\*\*\*\*\*

The Correctional Program Officer ("CPO") shall be responsible for preparing the inmate's Objective Point Base Score ("OPBS") Form and will begin the process by completing the identifiers noted below:

**Name:** inmate's name

**Number:** inmate's commitment number

**Date:** date of current review

- When holding a classification hearing, ensure that the date on the OPBS Form matches the date of the hearing in the Inmate Management System ("IMS"). If the dates do not match, you need to overwrite the date on the OPBS Form.

**Inst:** current institution

**Custody Level (reclassification only):** current custody level - medium, minimum or pre release

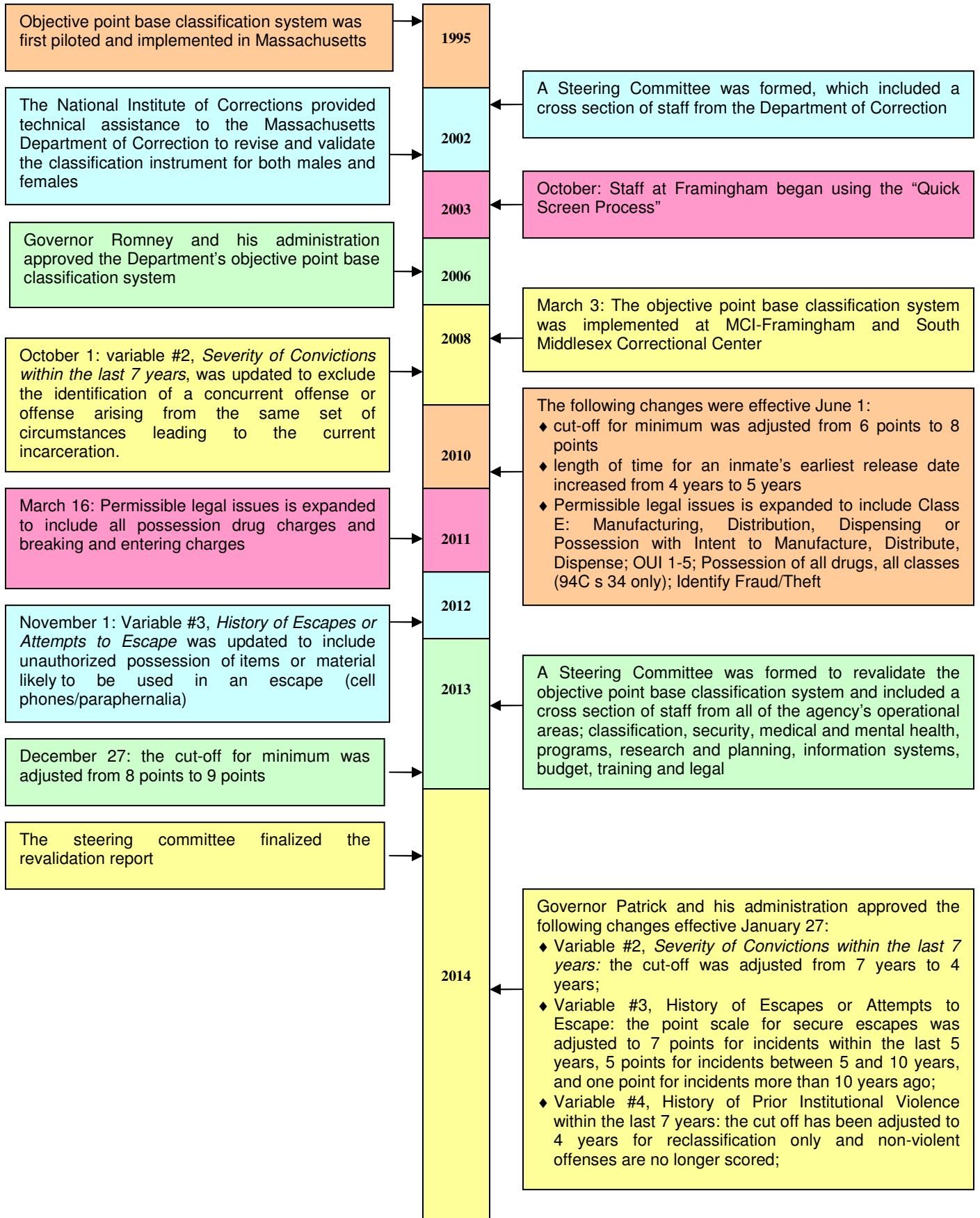
**Current Housing Unit:** The housing unit in which the inmate currently resides

**CPO:** The name of the CPO preparing the OPBS Form

You can update the name of the CPO on the OPBS form by overwriting it.

Did You  
Know  
?

## Evolution of the Massachusetts Female Objective Point Base Classification System



## INITIAL CLASSIFICATION

The *Objective Point Base Classification – Initial Form* shall be used to classify all inmates upon their admission to the Massachusetts DOC. The form shall be prepared prior to the classification hearing by a CPO. The final score shall be used to establish the inmate's preliminary custody level. All classification hearings shall be conducted in accordance with 103 CMR 420, Classification.

The initial classification form consists of 7 variables which when totaled will result in a preliminary custody level.

### Initial Classification Variables:

1. Severity of Current Offense
2. Severity of Convictions within the last 4 years
3. History of Escapes or Attempts to Escape
4. History of Prior Institutional Violence within the last 7 years
5. Age
6. Education
7. Employment

**\*\*NOTE\*\***

If an inmate is transferred to another jurisdiction, paroled, or released to probation before her initial classification hearing, but later returns to the DOC on the same commitment, the form type must be "initial".

## VARIABLE #1: SEVERITY OF CURRENT OFFENSE

In determining the severity of current offense, please refer to the Offense Severity Scale which categorizes offenses by severity.

Low.....	1
Moderate.....	3
High.....	5
Highest.....	7

- ◆ Refer to the inmate's most recent sentence listing in its entirety
  - When an inmate is sentenced on multiple offenses, score the most serious or severe offense
  - Consecutive (a.k.a. From & After) sentences may be scored if it is the most severe
    - This shall include House of Correction sentences
  - For inmates serving an out of state or federal sentence, the closest offense listed in the Offense Severity Scale shall be chosen for scoring purposes
- ◆ Review the sentence listing every time you complete the OPBS Form as additional sentences may have been added since the last review
- ◆ Staff completing a manual review on paper will need to identify the offense scored

## VARIABLE #2: SEVERITY OF CONVICTIONS WITHIN THE LAST 4 YEARS

In determining the severity of convictions within the last 4 years, please refer to the Offense Severity Scale which categorizes offenses by severity.

None.....	0
Low.....	1
Moderate.....	3
High.....	5
Highest.....	7

- ◆ Identify the most severe conviction within the last 4 years preceding the conviction(s) for the current case; utilize the arraignment date of the offense. Exclude all cases in the current sentence listing and those resulting from the same set of circumstances.
- ◆ A "conviction" shall mean an adjudication or admission of guilt by a court; refer to the Conviction Guide (Attachment III).
- ◆ The conviction may be adult or juvenile.
- ◆ The conviction may be in state, out of state or federal.
- ◆ If a case is bound over from District Court to Superior Court, use the Superior Court arraignment date.
- ◆ In instances where the offense is not listed in the Offense Severity Scale, (typically for out of state cases), the closest offense listed in the Offense Severity Scale should be used.
- ◆ Staff completing a manual review on paper will need to document the offense and arraignment date associated with the offense used in identifying the most severe conviction.

### VARIABLE #3: HISTORY OF ESCAPES OR ATTEMPTS TO ESCAPE

Score the highest point value escape/attempt when there are multiple escapes in the inmate's history. If there are multiple escapes/attempts with the same point value, score the most recent.

No escapes or attempts to escape.....	0
Escape or attempt from non secure custody over 1 year ago.....	1
Escape or attempt from non secure custody within the past year.....	3
Escape or attempt from secure custody OR any escape with actual or threatened violence used to commit the escape/attempt:	
Over 10 years ago.....	1
Between 5 and 10 years ago.....	5
Within the past 5 years.....	7

- ◆ Escapes or attempted escapes include:
  - Any documented escape/or aiding of an escape
  - Attempted escape/or aiding of an escape
  - Conspiring or making plans to escape/or aiding in escape plans
  - Unauthorized possession of items or material likely to be used in an escape
    - Cell phones/paraphernalia in maximum and medium custody
      - Only score if the inmate was found guilty of disciplinary charge 1-19, 2-1 or 2-29 on/after 11/01/2012
      - Use date of the disciplinary report for the apprehension date
- ◆ Examples of “non secure custody” include but are not limited to:
  - Walk-away from lower security
  - Walk-away from furlough
  - Walk away from community correction setting
- ◆ Examples of “secure custody” include, but are not limited to:
  - Maximum and medium security facilities
  - During transportation
  - Court
  - Police custody
  - Hospitals
- ◆ Use the date of apprehension (or disciplinary report if no actual escape occurred) when scoring the escape.
- ◆ Document the escape or escape attempt location and date.
- ◆ Do not score:
  - “AWOL” from military service
  - Fugitive from justice charges
  - Resistance at the time of arrest
  - Incidents in which custody is not determined

Did you Know?

For an escape or attempted escape only: an inmate need not be charged nor found guilty in a court of law in order to score this variable; you may score an inmate as long as there is documented evidence that the incident took place.



## VARIABLE #4: HISTORY OF PRIOR INSTITUTIONAL VIOLENCE WITHIN THE LAST 7 YEARS

This variable refers to prior institutional violence. "Prior" is defined as any previous instance of institutional confinement, adult or juvenile, in state or out of state, before the initial classification hearing.

None.....	0
Documented behavior for any violent offense listed as Category 2.....	4
Documented behavior for any violent offense listed as Category 1.....	7

- ◆ Instances of institutional confinement may include:
  - Incarcerations
  - Awaiting trial periods
  - Admissions to detention facilities or secure treatment facilities
  - The period following commitment on the current sentence and prior to the initial classification hearing
- ◆ You must review the inmate's entire history of institutional confinement for 7 years prior to the current review date
  - All efforts should be made to secure information necessary to accurately score this variable
- ◆ Assign "0" points if the inmate has no prior confinement or was free of disciplinary reports/ documented behavior within the last 7 years, but prior to the initial classification board date.
- ◆ Assign "4" points if the inmate received a disciplinary report or if there is documented behavior for any violent offense listed as Category 2 in the Disciplinary Code of Offenses (Attachment IV) within the last 7 years, but prior to the initial classification board date.
- ◆ Assign "7" points if the inmate received a disciplinary report or if there is documented behavior for any violent offense listed as Category 1 in the Disciplinary Code of Offenses (Attachment IV) within the last 7 years, but prior to the initial classification board date.
- ◆ You must document the incident scored

**\*\*NOTE\*\***

**\*\*Offenses considered violent are identified in the Disciplinary Code of Offenses with an asterisk\*\***

A guilty Category I or Category II disciplinary report received after the hearing date will be captured in the next review. The severity of the offense may warrant the use of a discretionary override.

## VARIABLE #5: AGE

The age of the inmate is determined at the time of the current review and the corresponding points selected.

24 or younger.....	1
25 to 38.....	0
39 or older.....	-2

## VARIABLE #6: EDUCATION

Education is considered a stability factor and may result in a deduction of points.

None.....	0
High school diploma, GED or higher.....	-1

- ◆ If the inmate has a documented High School Diploma or High School Equivalency (example, GED or Hi-SET) or higher, assign -1 point.
  - Must be documented by an official source (example, Massachusetts DOC Education Division and noted in IMS).

## VARIABLE #7: EMPLOYMENT

Employment is a stability factor and may result in a deduction of points.

Not applicable.....	0
Employed or a student full or part time for at least 1 year.....	-1

- ◆ Credit shall be given if the inmate is verified as having been employed or enrolled as a student (full or part time) for 12 consecutive months or longer at the time of the current commitment or effective date of sentence.

## TOTAL INITIAL SCORE

The total initial score is the sum of scores from all variables at initial classification and results in the preliminary custody level.

10 or more points.....	medium custody
9 or fewer points.....	minimum custody or below

The CPO shall then review the list of non-discretionary restrictions on the Objective Point Base Classification Initial Form to determine if any are applicable to the inmate.

- ◆ When the classification board recommends a custody level consistent with custody level indicated by the OPBS score, **DO NOT** select any restrictions or overrides.
- ◆ When the classification board recommends a custody level other than the custody level indicated by the OPBS score:
  - Select all applicable non-discretionary restriction(s)
  - If there are no applicable non-discretionary restrictions, select all applicable discretionary overrides
    - Discretionary override(s) should **ONLY** be used in the absence of non-discretionary restriction(s)
    - A rationale for any discretionary override **MUST** be provided

Refer to any Objective Classification Form for a complete list of non-discretionary restrictions and discretionary overrides.

### NOTE

If you've selected ANY non-discretionary restrictions, **DO NOT** select any of the discretionary overrides.

## RECLASSIFICATION

The *Objective Point Base Classification – Reclassification Form* shall be used for all hearings subsequent to the initial classification hearing. The form shall be prepared prior to the classification hearing by a CPO. The final score shall be used to establish the inmate's custody level. All classification hearings shall be conducted in accordance with 103 CMR 420, Classification.

When an inmate is issued a new number due to a consecutive (a.k.a. From and After) sentence a subsequent review needs to be scheduled within 14 days; without this review, the inmate will not have a board in Inmate Web for community access, reentry purposes, etc. This review also allows for Out Under Supervision and Facility Work Crew approval.

The reclassification form consists of 8 variables, some of which are different from those appearing on the initial form.

These 8 variables, when totaled, will result in a preliminary custody level.

### Reclassification Variables:

1. Severity of Current Offense
2. Severity of Convictions within the last 4 years
3. History of Escapes or Attempts to Escape
4. History of Prior Institutional Violence within the last 4 years
5. Number of Guilty Disciplinary Reports within the last 6 months
6. Most Severe Disciplinary within the last 12 months
7. Age
8. Program Participation

## VARIABLE #1: SEVERITY OF CURRENT OFFENSE

In determining the severity of current offense, please refer to the Offense Severity Scale which categorizes offenses by severity.

Low.....	1
Moderate.....	2
High.....	4
Highest.....	6

- ◆ Refer to the inmate's most recent sentence listing in its entirety
  - When an inmate is sentenced on multiple offenses, score the most serious or severe offense
  - Consecutive (a.k.a. From & After) sentences may be scored if it is the most serious or severe offense
    - This may include House of Correction sentences
  - For inmates serving an out of state or federal sentence, the closest offense listed in the Offense Severity Scale should be chosen for scoring purposes
- ◆ Review the sentence listing every time you complete the objective point base scoring form as additional sentences may have been added since the last review
- ◆ Staff completing a manual review on paper will need to identify the offense scored

### Remember

Don't simply use the same offense used on the last form, **ALWAYS** review the sentence listing to make sure that you have the most serious offense currently listed.

## VARIABLE #2: SEVERITY OF CONVICTIONS WITHIN THE LAST 4 YEARS

In determining the severity of convictions within the last 4 years, please refer to the Offense Severity Scale which categorizes offenses by severity.

None.....	0
Low.....	1
Moderate.....	2
High.....	4
Highest.....	6

- ◆ Identify the most severe conviction within the last 4 years preceding the conviction(s) for the current case; utilize the arraignment date of the offense. Exclude all cases in the current sentence listing and those resulting from the same set of circumstances.
- ◆ A “conviction” shall mean an adjudication or admission of guilt by a court; refer to the Conviction Guide (Attachment III).
- ◆ The conviction may be adult or juvenile
- ◆ The conviction may be in state, out of state or federal.
- ◆ If a case is bound over from District Court to Superior Court, use the Superior Court arraignment date.
- ◆ In instances where the offense is not listed in the Offense Severity Scale, (typically for out of state cases), the closest offense listed in the Offense Severity Scale should be used.
- ◆ Staff completing a manual review on paper will need to document the offense and arraignment date used in identifying the most severe conviction.

### Remember

Charges which resulted from the same offense or set of circumstances which resulted in the charges on the sentence listing should **NOT** be scored for this variable.

## VARIABLE #3: HISTORY OF ESCAPES OR ATTEMPTS TO ESCAPE

Score the highest point value escape/attempt when there are multiple escapes in the inmate's history. If there are multiple escapes/attempts with the same point value, score the most recent.

No escapes or attempts to escape.....	0
Escape or attempt from non secure custody over 1 year ago.....	1
Escape or attempt from non secure custody within the past year.....	3
Escape or attempt from secure custody OR any escape with actual or threatened violence used during the act:	
Over 10 years ago.....	1
Between 5 and 10 years ago.....	5
Within the past 5 years.....	7

- ◆ Escapes or attempted escapes include:
  - Any documented escape/or aiding of an escape
  - Attempted escape/or aiding of an escape
  - Conspiring or making plans to escape/or aiding in escape plans
  - Unauthorized possession of items or material likely to be used in an escape
    - Cell phone/paraphernalia in maximum and medium custody
      - Only score if the inmate was found guilty of disciplinary charge 1-19, 2-1 or 2-29
      - Use date of the disciplinary report for the apprehension date
- ◆ Examples of “non secure custody” include but are not limited to:
  - Walk-away from lower security
  - Walk-away from furlough
  - Walk away from community correction setting
- ◆ Examples of “secure custody” include, but are not limited to:
  - Maximum and medium security facilities
  - During transportation
  - Court
  - Police and hospitals
- ◆ Use the date of apprehension (or disciplinary report if no actual escape occurred) when scoring the escape
- ◆ Document the escape or attempt location and date
- ◆ Do not score:
  - “AWOL” from military service
  - Fugitive from justice
  - Resistance at the time of arrest
  - Incidents in which custody is not determined

### Remember

For an escape or attempted escape only: an inmate need not be charged nor found guilty in a court of law in order to score this variable; you may score an inmate as long as there is documented evidence that the incident took place.

## VARIABLE #4: HISTORY OF PRIOR INSTITUTIONAL VIOLENCE WITHIN THE LAST 4 YEARS

This variable refers to prior institutional violence. "Prior" is defined as any previous instance of institutional confinement, adult or juvenile, in state or out of state, prior to the initial classification hearing.

None.....	0
Documented behavior for any violent offense listed as Category 2....	3
Documented behavior for any violent offense listed as Category 1.....	5

- ◆ Instances of institutional confinement may include:
  - Incarcerations
  - Awaiting trial periods
  - Admissions to detention facilities or secure treatment facilities
  - The period following commitment on the current sentence and prior to the initial classification hearing
- ◆ You must review the inmate's entire history of institutional confinement for 4 years prior to the current review date
  - All efforts should be made to secure information necessary to accurately score this variable
- ◆ Assign "0" points if the inmate has no prior confinement or was free of disciplinary reports/ documented behavior within the last 4 years, but prior to the initial classification board date.
- ◆ Assign "3" points if the inmate received a disciplinary report or if there is documented behavior for any violent offense listed as Category 2 in the Disciplinary Code of Offenses (Attachment IV) within the last 4 years, but prior to the initial classification board date.
- ◆ Assign "5" points if the inmate received a disciplinary report or if there is documented behavior for any violent offense listed as Category 1 in the Disciplinary Code of Offenses (Attachment IV) within the last 4 years, but prior to the initial classification board date.
- ◆ You must document the incident scored

**Remember**

**\*\*Offenses considered violent are identified in the Disciplinary Code of Offenses with an asterisk\*\***

## VARIABLE #5: NUMBER OF GUILTY DISCIPLINARY REPORTS WITHIN THE LAST 6 MONTHS

This variable assigns points based on the number of disciplinary reports with guilty findings in the last 6 months.

None or One.....	0
Two.....	2
Three or more.....	4

The number of guilty disciplinary findings = the number of reports, not number of offenses in each report

- ◆ Count the number of disciplinary reports with guilty findings received during the last 6 months
  - **DO NOT** count minor guilty disciplinary findings and those handled informally
  - **DO NOT** count guilty disciplinary findings received prior to the initial classification hearing date
  - **DO NOT** count a disciplinary report that has been continued without a finding

## VARIABLE #6: MOST SEVERE GUILTY DISCIPLINARY WITHIN THE LAST 12 MONTHS

This variable assigns points based on the most severe guilty disciplinary findings received within the last 12 months.

None .....	0
Category 4.....	1
Category 3.....	3
Category 2.....	5
Category 1.....	7

- ◆ Review all disciplinary reports with guilty findings received during the past 12 months
  - **DO NOT** count any disciplinary reports received prior to the initial classification hearing date
  - Note the category of offense(s) for which the inmate was found guilty
    - If the disciplinary report was from another jurisdiction, select the closest offense from the Disciplinary Code of Offenses (Attachment IV)
  - Score the disciplinary report with the most severe offense category charge (Category I is the most severe)
    - If there are multiple guilty disciplinary findings in the same offense category, score the most recent disciplinary report
  - Document the disciplinary report number/ disciplinary report date used

**\*\*Remember\*\***

A disciplinary report that has been CWOFF should **NOT** be used in scoring this variable.

## VARIABLE #7: AGE

The age of the inmate is determined at the time of the current review and the corresponding points selected.

24 or younger.....	1
25 to 38.....	0
39 or older.....	-2

## VARIABLE #8: PROGRAM PARTICIPATION OR WORK ASSIGNMENT

This variable is scored based on the inmate's compliance with their Criminal Offender Management Profile for Alternative Sanctions ("COMPAS") Risk and Needs Assessment which drives the Personalized Program Plan ("PPP").

Non-Compliance.....	0
Compliance.....	-1
Satisfied all program requirements.....	-2

- ◆ Inmates who refuse to participate in programming specified in their Risk/Needs Assessments (this includes inmates who are low risk but have not achieved a high school credential and are not enrolled in academic school); or are housed in the Special Management Unit at the time of their classification hearing shall receive 0 points.
- ◆ Inmates whose Risk/Needs Assessment requires specific programming and are currently on a wait list or actively involved with such programming shall receive -1 point.
- ◆ Inmates whose Risk/Needs Assessment requires specified programming and have satisfied all required programming shall receive -2 points.
- ◆ Inmates whose COMPAS Risk/Needs Assessments do not require specified programming shall receive -2 points.

## TOTAL RECLASSIFICATION SCORE

The total reclassification score is the sum of scores across all variables at reclassification and results in the preliminary custody level.

10 or more points.....	medium custody
9 or fewer points.....	minimum custody or below

The CPO shall then review the list of non-discretionary restrictions on the Objective Point Base Classification Reclassification Form to determine if any are applicable to the inmate.

- ◆ When the classification board recommends a custody level consistent with custody level indicated by the OPBS score, **DO NOT** select any restrictions or overrides.
- ◆ When the classification board recommends a custody level other than the custody level indicated by the OPBS score:
  - Select all applicable non-discretionary restriction(s)
  - If there are no applicable non-discretionary restrictions, select all applicable discretionary overrides
    - Discretionary override(s) should **ONLY** be used in the absence of non-discretionary restriction(s)
    - A rationale for any discretionary override **MUST** be provided

Refer to any Objective Classification Form for a complete list of non-discretionary restrictions and discretionary overrides.

**Remember**

If you've selected ANY non-discretionary restrictions, **DO NOT** select any of the discretionary overrides.



# MASSACHUSETTS DEPARTMENT OF CORRECTION

## OBJECTIVE POINT BASE CLASSIFICATION -- INITIAL FORM -- FEMALE

Name: \_\_\_\_\_ Number: \_\_\_\_\_ Date: \_\_\_\_\_

Inst: \_\_\_\_\_ Current Housing Unit: \_\_\_\_\_

CPO: \_\_\_\_\_

	<b>SCORE</b>
<b>1. Severity of Current Offense</b>	
Low .....	1
Moderate .....	3
High .....	5
Highest .....	7
<b>OFFENSE SCORED:</b>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
 <b>2. Severity of Convictions within the last 4 years</b>	
None .....	0
Low .....	1
Moderate .....	3
High .....	5
Highest .....	7
<b>OFFENSE SCORED:</b>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
	<b>ARRAIGNMENT DATE:</b>
 <b>3. History of Escape or Attempts to Escape</b>	
No escapes or attempts to escape .....	0
Escape or attempt from non secure custody over 1 year ago .....	1
Escape or attempt from non secure custody within the past year .....	3
Escape or attempt from secure custody OR any escape with actual or threatened violence used during the act:	
Over 10 years ago .....	1
Between 5 and 10 years ago .....	5
Within the past 5 years .....	7
<b>ESCAPE DATE:</b>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
	<b>FROM:</b>
 <b>4. History of Prior Institutional Violence within the last 7 years</b>	
None .....	0
Documented behavior for any violent offense listed as Category 2 .....	4
Documented behavior for any violent offense listed as Category 1 .....	7
<b>DATE OF INCIDENT/ D-REPORT:</b>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
	<b>WHERE REC'D:</b>
 <b>5. Age</b>	
24 or younger .....	1
25 to 38 .....	0
39 or older .....	-2
<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	
 <b>6. Education</b>	
None .....	0
High school diploma, GED or higher .....	-1
<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	
 <b>7. Employment</b>	
Not applicable .....	0
Employed or a student full or part time for at least 1 year .....	-1
<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	
<b>TOTAL INITIAL SCORE</b>	
<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	

10 or more points – Medium

9 or fewer points - Minimum or below

Name: \_\_\_\_\_ Number: \_\_\_\_\_ Date: \_\_\_\_\_

Preliminary Custody Level: Maximum \_\_\_\_\_ Medium \_\_\_\_\_ Minimum or below \_\_\_\_\_

**Check (✓) all applicable Non-Discretionary restrictions for purposes of overriding scored custody level:****Non-Discretionary Minimum Custody Restrictions**

- \_\_\_\_\_ Code A: Length of time to serve- Inmates with more than 5 years to their earliest release date are not to be considered for minimum or below.
- \_\_\_\_\_ Code B: Outstanding Legal – Inmates whose data critical to decision making is outstanding and inmates with unresolved / non-permissible legal issues are to remain in medium or above until the legal issue is resolved. Inmates may be placed in minimum security with permissible legal issues, as noted in Table D.
- \_\_\_\_\_ Code C: Possible Civil Commitment Status- Inmates who are subject to civil commitment post release are not to be considered for minimum or below.
- \_\_\_\_\_ Code D: Pending immigration status – Inmates whose immigration status is pending or those with an immigration detainer or Deportation Order are not to be considered for minimum or below.
- \_\_\_\_\_ Code E: Inmate Serving Life Without Parole - Inmates Serving Life Without Parole are not to be considered for minimum or below.
- \_\_\_\_\_ Code F: Inmates currently convicted of a crime that resulted in loss of life, excluding those who committed their crime as a juvenile, murder of a public official, or a crime while incarcerated are not to be considered for minimum security unless either (1) the Parole Board approved a release plan and granted a positive parole vote which may include conditions which must be fulfilled before an inmate can be released, such as program completion or a specified amount of time to be served in lower security; or (2) are within two years of a defined release date.
- \_\_\_\_\_ Code G: Health coverage necessary – Health Status Report reflects medical / mental health restrictions preventing lower security.

**Check (✓) all applicable Discretionary Overrides, ONLY if Non-Discretionary restrictions do not apply, for purposes of overriding scored custody level.****Discretionary Over-Ride – Higher Custody**

- \_\_\_\_\_ Code P: Pending Disciplinary Report – Inmates who have pending disciplinary report(s).
- \_\_\_\_\_ Code Q: Investigative Hold – Those inmates who are currently under investigation or awaiting action and a transfer to lower security may jeopardize the investigation.
- \_\_\_\_\_ Code R: Nature of Offense/ High Notoriety – The facts or notoriety of the offense presents a seriousness that cannot be captured in the score.
- \_\_\_\_\_ Code S: Prior Criminal History – The criminal history presents a seriousness that cannot be captured in the score.
- \_\_\_\_\_ Code T: Institutional Negative Adjustment- The institutional adjustment presents a seriousness that cannot be captured in the score.
- \_\_\_\_\_ Code U: Relates to the Safe Orderly Operation of the Facility –Those inmates whose behavior, while not always negative enough to warrant disciplinary action, may serve to threaten security or undermine the exercise of proper control and maintenance of order within the institution or other correctional facility.
- \_\_\_\_\_ Code V: STG Issues –Those inmates who should remain in higher custody based on their STG involvement.

**Discretionary Over-Ride – Lower Custody**

- \_\_\_\_\_ Code 1: Institutional Adjustment – Those inmates whose institutional adjustment on previous or current incarceration is not as severe as the score indicates.
- \_\_\_\_\_ Code 2: Nature of Offense – Those inmates whose offense is not as severe as the score indicates.
- \_\_\_\_\_ Code 3: Reentry Initiative – Those inmates for whom the Parole Board approved a release plan; granted a positive parole vote subject to conditions, such as program completion or time served in lower custody; or those inmates in close proximity to release.

**Provide rationale for any discretionary overrides:** \_\_\_\_\_

\_\_\_\_\_

Final Custody Level Recommended: Medium \_\_\_\_\_ Minimum or below \_\_\_\_\_

**MASSACHUSETTS DEPARTMENT OF CORRECTIONS  
OBJECTIVE POINT BASE CLASSIFICATION – RECLASSIFICATION FORM- FEMALES**

Name: \_\_\_\_\_ Number: \_\_\_\_\_ Date: \_\_\_\_\_

Inst: \_\_\_\_\_ Custody Level \_\_\_\_\_

Current Housing Unit: \_\_\_\_\_ CPO: \_\_\_\_\_

**SCORE**

**1. Severity of Current Offense**

Low ..... 1  
Moderate ..... 2  
High ..... 4  
Highest ..... 6

**OFFENSE SCORED:**

**2. Severity of Convictions within the last 4 years**

None ..... 0  
Low ..... 1  
Moderate ..... 2  
High ..... 4  
Highest ..... 6

**OFFENSE SCORED:**

**ARRAIGNMENT DATE:**

**3. History of Escape or Attempts to Escape**

No escapes or attempts to escape ..... 0  
Escape or attempt from non secure custody over 1 year ago ..... 1  
Escape or attempt from non secure custody within the past year ..... 3  
Escape or attempt from secure custody OR any escape with actual or threatened violence used during the act:  
    Over 10 years ago ..... 1  
    Between 5 and 10 years ago ..... 5  
    Within the past 5 years ..... 7

**ESCAPE DATE:**

**FROM:**

**4. History of Prior Institutional Violence within the last 4 years**

None ..... 0  
Documented behavior for any violent offense listed as Category 2 ..... 3  
Documented behavior for any violent offense listed as Category 1 ..... 5

**DATE OF INCIDENT / D-REPORT:**

**WHERE REC'D:**

**5. Number of Guilty Disciplinary Reports within the last 6 months**

None or One ..... 0  
Two ..... 2  
Three or more ..... 4

**6. Most Severe Guilty Disciplinary within the last 12 months**

None ..... 0  
Category 4 ..... 1  
Category 3 ..... 3  
Category 2 ..... 5  
Category 1 ..... 7

**D-REPORT NUMBER & DATE:**

**7. Age**

24 or younger ..... 1  
25 to 38 ..... 0  
39 or older ..... -2

**8. Program Participation or Work Assignment**

No participation ..... 0  
Currently on a program or work wait list or actively involved in a program or work assignment ..... -1  
Satisfied all program requirements ..... -2

**TOTAL RECLASSIFICATION SCORE**

**10 or more points – Medium**

**9 or fewer points – Minimum or below**

Name: \_\_\_\_\_ Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Preliminary Custody Level:** Maximum \_\_\_\_\_ Medium \_\_\_\_\_ Minimum or below \_\_\_\_\_

**Check (✓) all applicable Non-Discretionary restrictions for purposes of overriding scored custody level:**

**Non-Discretionary Minimum Custody Restrictions**

- \_\_\_\_\_ Code A: Length of time to serve- Inmates with more than 5 years to their earliest release date are not to be considered for minimum or below.
- \_\_\_\_\_ Code B: Outstanding Legal – Inmates whose data critical to decision making is outstanding and inmates with unresolved / non-permissible legal issues are to remain in medium or above until the legal issue is resolved. Inmates may be placed in minimum security with permissible legal issues, as noted in Table D.
- \_\_\_\_\_ Code C: Possible Civil Commitment Status- Inmates who are subject to civil commitment post release are not to be considered for minimum or below.
- \_\_\_\_\_ Code D: Pending immigration status – Inmates whose immigration status is pending or those with an immigration detainer or Deportation Order are not to be considered for minimum or below.
- \_\_\_\_\_ Code E: Inmate Serving Life Without Parole – Inmates Serving Life Without Parole are not to be considered for minimum or below.
- \_\_\_\_\_ Code F: Inmates currently convicted of a crime that resulted in loss of life, excluding those who committed their crime as a juvenile, murder of a public official, or a crime while incarcerated are not to be considered for minimum security unless either (1) the Parole Board approved a release plan and granted a positive parole vote which may include conditions which must be fulfilled before an inmate can be released, such as program completion or a specified amount of time to be served in lower security; or (2) are within two years of a defined release date.
- \_\_\_\_\_ Code G: Health coverage necessary – Health Status Report reflects medical / mental health restrictions preventing lower security.

**Check (✓) all applicable Discretionary Overrides, ONLY if Non-Discretionary restrictions do not apply, for purposes of overriding scored custody level.**

**Discretionary Over-Ride – Higher Custody**

- \_\_\_\_\_ Code P: Pending Disciplinary Report- Inmates who have pending disciplinary report(s).
- \_\_\_\_\_ Code Q: Investigative Hold- Those inmates who are currently under investigation or awaiting action and a transfer to lower security may jeopardize the investigation.
- \_\_\_\_\_ Code R: Nature of Offense/ High Notoriety- The facts or notoriety of the offense presents a seriousness that cannot be captured in the score.
- \_\_\_\_\_ Code S: Prior Criminal History- The criminal history presents a seriousness that cannot be captured in the score.
- \_\_\_\_\_ Code T: Institutional Negative Adjustment- The institutional adjustment presents a seriousness that cannot be captured in the score.
- \_\_\_\_\_ Code U: Relates to the Safe Orderly Operation of the Facility-Those inmates whose behavior, while not always negative enough to warrant disciplinary action, may serve to threaten security or undermine the exercise of proper control and maintenance of order within the institution or other correctional facility.
- \_\_\_\_\_ Code V: STG Issues-Those inmates who should remain in higher custody based on their STG involvement.

**Discretionary Over-Ride – Lower Custody**

- \_\_\_\_\_ Code 1: Institutional Adjustment- Those inmates whose institutional adjustment on previous or current incarceration is not as severe as the score indicates.
- \_\_\_\_\_ Code 2: Nature of Offense- Those inmates whose offense is not as severe as the score indicates.
- \_\_\_\_\_ Code 3: Reentry Initiative – Those inmates for whom the Parole Board approved a release plan; granted a positive parole vote subject to conditions, such as program completion or time served in lower custody; or those inmates in close proximity to release.

**Provide rationale for any discretionary overrides:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Final Custody Level Recommended:** Medium \_\_\_\_\_ Minimum or below \_\_\_\_\_

### Conviction Guide

BOP	Disposition	Conviction
APP	Appealed. Defendant is convicted.	Yes
APP WD	Appeal withdrawn. Defendant is convicted.	Yes
BO	Bound Over. Not convicted yet.	No
C	Continued (date).	No
CC	Court costs. Imposition of costs probably means that guilt has been determined.	Call court
CMTD	Committed. Guilty.	Yes
CMNTY SERV	Community service is an intermediate sanction. However, it is possible for the court to dismiss the charges after completion of community service.	Call court
CWOF	Continued without a finding.	No
DISM	Dismissed. Not convicted.	No
DISM R/PROB	Dismissed remanded probable cause. Remanded to superior court after finding of probable cause in district court. District court compliant is dismissed. Should see same charge appearing in superior court.	No
DRC	Dismissed Request Commonwealth. Not convicted.	No
FILE	Filed. Under G.L. c. 218, § 38, a district court judge may file any case other than a complaint for the commission of a felony issued against a person who appears previously to have been convicted of a felony or previously to have had a complaint for felony placed on file. A case may be filed without a finding, or without a change of plea. In this case, the adjudication is suspended with a not-guilty plea still intact. The case may be brought forward at a future date without the issuance of a new complaint. In contrast, if the disposition is guilty-filed ("G-Filed"), then after either a guilty plea of a guilty verdict, the case was filed after a conviction. Therefore, the notation "FILED" alone does not indicate whether the case was filed before adjudication of guilt.	Call court
FINE	Fine plus dollar amount. Inmate is convicted.	Yes
FJ	First instance jury. Old de novo trial system in district court.	No
G	Guilty. Defendant is convicted.	Yes
MT	Mistrial.	No
NG	Not guilty.	No
NP	Nolle Prosequi.	No
PD	Paid. Indicates fine paid. Inmate was convicted.	Yes
PROB	Probation. If pretrial probation, it is not a conviction. Would still appear as open case. If after a determination of guilt, it is a conviction. Under G.L. c. 276, § 87, a defendant may be placed on probation (with or without special terms and conditions) prior to trial and without a plea, finding or verdict of guilt. If the defendant successfully completes the probation the case is dismissed. If the defendant fails to satisfactorily complete the probation, the case is brought forward for trial. If probation is imposed after a determination of guilt, the defendant is placed on probation for a set period of time. Probation may be supervised or unsupervised and may include special terms and conditions. If the defendant completes the probationary term, he is discharged. If he fails to comply with probation, he may be sentenced up to the maximum sentence allowable for the original offense.	Call court
REMIT	Remitted. Not convicted yet.	No
REST	Restitution. Restitution is an intermediate sanction imposed after determination of guilt.	Yes
R/R	Revise and Revoke. Relates to sentence, not conviction.	Yes
SPS	Split sentence.	Yes
SS	Suspended Sentence.	Yes
STAY	Stay of execution. May be under appeal.	Call court
TERM	Terminated.	Call court
VWF	Victim Witness Fee. May indicate defendant is convicted. However, case may be dismissed upon payment of fee.	Call court
WAR/WD	Warrant withdrawn.	No

## Disciplinary Code of Offenses

\*denotes violence

### Category 1

- 1-1\* Killing of another.
- 1-2\* Aggravated assault on a staff member, contract employee, or volunteer.
- 1-3\* Aggravated assault on another inmate.
- 1-4\* Aggravated assault on a visitor.
- 1-5\* Taking or holding any person hostage.
- 1-6 Escape or attempted escape.
- 1-7\* Possession, manufacture or introduction of an explosive device or any ammunition, or any components of an explosive device or ammunition.
- 1-8\* Possession, manufacture or introduction of any gun, firearm, weapon, sharpened instrument, knife or poison or any component thereof.
- 1-9\* Sexual assault on a staff member, contract employee, or volunteer.
- 1-10\* Sexual assault on another inmate.
- 1-11\* Sexual assault on a visitor.
- 1-12\* Rioting.
- 1-13 inciting others to riot.
- 1-14\* Setting a fire.
- 1-15 Introduction, distribution or transfer of any narcotic, controlled substance, illegal drug, unauthorized drug or drug paraphernalia.
- 1-16 Engaging in or inciting an organized work stoppage.
- 1-17\* Fighting with, assaulting or threatening another person, due to security threat group activities or gang activities.
- 1-18\* Engaging, encouraging, recruiting or pressuring others to engage in security threat group activities.
- 1-19\* Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.

### Category 2

- 2-1 Unauthorized possession of items or material likely to be used in an escape.
- 2-2\* Causing a valid threat of transmission of a contagious disease to any person due to intentional or reckless action.
- 2-3\* Assault on a staff member, contract employee, or volunteer.
- 2-4\* Assault on another inmate.
- 2-5\* Assault on a visitor.
- 2-6 Making a bomb threat.
- 2-7\* Fighting with any person.
- 2-8 Refusing to submit to a urinalysis, breathalyzer, or other standard sobriety test or failure to provide a urine sample when ordered to do so by a staff member without medical or mental health justification.
- 2-9 Refusing or failing to submit to testing required by statute, or order, such as DNA blood tests, when ordered to do so by a staff member.
- 2-10 Engaging in or inciting a group demonstration or hunger strike.
- 2-11 Unauthorized use or possession of drugs, narcotics, illegal drugs, unauthorized drugs or drug paraphernalia.
- 2-12 Possession, manufacture or introduction of unauthorized keys.
- 2-13 Indecent exposure.
- 2-14 Receiving a positive test for use of unauthorized drugs, alcohol, or other intoxicants.
- 2-15\* Interfering with staff members, medical personnel, firefighters, or law enforcement personnel in the performance of their duties during an emergency.
- 2-16 Tampering with, damaging, blocking or interfering with any locking or security device or window.
- 2-17 Impersonating any staff member, contract employee, volunteer or visitor.
- 2-18 Causing an inaccurate count by means of unauthorized absence, hiding, concealing oneself or other form of deception or distraction.

- 2-19 Making, introducing or transferring intoxicants and alcohol, or possession of ingredients, equipment, formula, or instructions that are used in making intoxicants and alcohol.
- 2-20 Possession of the clothing of a staff member or contract employee, or visitor.
- 2-21\* Causing injury to another person by resisting orders, resisting forced movement or physical efforts to restrain.
- 2-22 Making a false fire alarm or tampering with, damaging, blocking or interfering with fire alarms, fire extinguishers, fire hoses, fire exits, or other fire fighting equipment or devices.
- 2-23 Counterfeiting, committing forgery, altering or unauthorized reproduction of any document, article of identification, money, security, or official paper.
- 2-24 Conduct which interferes with the security or orderly running of the institution.
- 2-25 Wearing or displaying colors or any type of emblem, insignia or logo suggesting possible membership or affiliation with a gang, group party or other association whenever such wearing or display may, when the Superintendent has reasonable cause to believe, pose a threat to the security, good order or safety of the institution.
- 2-26 Possessing, wearing or using security threat group paraphernalia or photographs.
- 2-27 Failure to timely report to a location or program assignment resulting in a declaration of escape status.
- 2-28 Distribution or sale of tobacco.
- 2-29\* Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.

### Category 3

- 3-1 Lying to or providing false information to a staff member.
- 3-2 Engaging in sexual acts with another.
- 3-3 Unauthorized possession of any alcoholic or intoxicating beverage
- 3-4 Threatening another with bodily harm or with any offense against another person, property or family.
- 3-5 Refusing a direct order by any staff member.
- 3-6 Impersonating another inmate.
- 3-7 Refusing a transfer to another institution.
- 3-8 Extortion, blackmail, or demanding or receiving money or anything of value in return for protection against others, or under threat of informing.
- 3-9 Throwing objects, materials, substances or spitting at another.
- 3-10 Theft of property or possession of stolen property.
- 3-11 Unauthorized accumulation/misuse of prescribed medication.
- 3-12 Possession, manufacture or introduction of an unauthorized tool.
- 3-13 Organizing or participating in an unauthorized group activity or meeting.
- 3-14 Giving, selling, borrowing, lending, or trading money or anything of value to, or accepting or purchasing money or anything of value from another inmate or an inmate's friend(s) or family.
- 3-15 Flooding a cell or other area of the institution.
- 3-16 Refusing a cell or housing assignment.
- 3-17 Causing an individual to be penalized or proceeded against by providing false information.
- 3-18 Gambling and/or possession of gambling paraphernalia.
- 3-19 Giving, receiving or offering any person a bribe or anything of value for an unauthorized favor or service.
- 3-20 Being tattooed while incarcerated, tattooing another, or possessing tattoo paraphernalia and/or body piercing.
- 3-21 Fraud, embezzlement, or obtaining goods, services, money or anything of value under false pretense.
- 3-22 Creating an emergency by feigning illness or injury.
- 3-23 Possession of tobacco products and/or an incendiary device.
- 3-24 Being out of place or in an unauthorized area.
- 3-25 Communicating, directly or indirectly with any staff member or contract employee, volunteer, or a member of their family at their home address or home telephone number, or for non-official business.
- 3-26 Use of obscene, abusive or insolent language or gesture.
- 3-27 Conduct which disrupts the normal operation of the facility or unit.
- 3-28 Possession of an altered appliance
- 3-29 Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the

commission of the offense itself.

**Category 4**

- 4-1 Receipt or possession of contraband.
- 4-2 Mutilating, defacing or destroying state property or the property of another person.
- 4-3 Unauthorized possession of money or other negotiable items.
- 4-4 Use of mail or telephone in violation of established rules or regulations.
- 4-5 Telephoning or sending written communications to any person contrary to previous written warnings and/or documented disciplinary action.
- 4-6 Possession of any written, photographic, or hand drawn material and/or unauthorized publication that depicts sexually explicit acts, and/or nudity.
- 4-7 Self mutilation.
- 4-8 Misuse or waste of issued supplies, goods, services, or property
- 4-9 Failure to maintain acceptable hygiene.
- 4-10 Failure to maintain acceptable hygiene or appearance of a housing area.
- 4-11 Violating any departmental rule or regulation, or any other rule, regulation, or condition of an institution or community based program.
- 4-12 Failure to comply with standing count procedures.
- 4-13 Being out of place or an unauthorized area.
- 4-14 Possession of an altered appliance.
- 4-15 Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.



## Permissible Legal Issues

**Following a thorough case review considering any possible impact and subject to the review and approval of the Commissioner's designee, inmates may be placed in minimum security with the permissible legal issues from Massachusetts listed in this Table.**

- Breaking and Entering
- Bribery/Corruption
- Class D: Manufacturing, Distribution, Dispensing or Possession with Intent to Manufacture, Distribute, Dispense
- Class E: Manufacturing, Distribution, Dispensing or Possession with Intent to Manufacture, Distribute, Dispense
- Common Nightwalker
- Computer Technological Crime
- Counterfeit Drugs, Manufacturing, Distribution, Dispensing or Possession with Intent to Manufacture, Distribute, Dispense
- Cruelty to Animals
- Decency/Public Peace Crimes
- Deriving Support from Prostitution
- Destruction of Property
- Distribute Sell Drug Paraphernalia
- Environmental Offenses
- False Alarm or Fire/Removal of Fire Protective Devices
- Falsely Assuming to be an Officer
- Forgery and Uttering
- Fraud
- Identity Fraud/Theft
- Illegal Duplicating of Recordings
- Juror Failed to Attend
- Larceny from the Person
- Larceny/Stealing
- Motor Vehicle Violations (Includes OUI 1 & 2)
- Non-support or Abandonment of Child
- Obstruction of Justice
- Possession of Alcohol Under 21
- Possession of Burglary Tools
- Possession of Drugs, all classes
- Possession with intent to distribute (for any substance)
- Possession of Hypodermic Syringe/Instrument
- Prescription and Pharmaceutical Drug Violation
- Prostitution
- Receiving Stolen Goods
- Resisting Arrest
- Shoplifting
- Theft of Motor or Non-Motor Vehicle
- Trespassing
- Violation of Civil Ordinance
- Violation of Labor Laws

**Please note crimes while incarcerated are not to be considered permissible legal issues.**

**New offenses may be added or deleted periodically. The Classification Division will maintain an updated version of this table electronically via their homepage on the intranet.**